IM BOARD MEETING SUMMARY
August 30, 2001

Meeting Agenda

10:00 - 10:05 Review Agenda and Action Items (Griffin)
10:05 - 10:40 Reports to IM Board (Talamini, Alleva/Stodolsky, Hughes, Dilworth, Griffin, Toy,
                 Willis/Alleva/Dilworth)
10:40 - 11:00 Miscellaneous IM in DOE & SC (Yockman)
11:00 - 11:15 CH Information Architecture Status (Morgan)
11:15 - 11:30 In-House Conferencing Need (Board)
11:30 - 11:40 Vote: Should SC-65 Provide Homepage Redesign Support as a Service? (Valdez)
11:40 - 12:00 IMSC Review (Rasar)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	**Bill**	**Chair**	**SC-5**	**6-9942**	**Local**
Griffin	**Ted**	**Exec. Sec.**	**SC-65**	**3-4556**	**Local**
Hicks	Erskine	Ex Officio Member	OR	865-576-1113	Phone
Talamini	Karen	Member	SC-14	3-4563	Local
Wills	Jerry	Ex Officio Member	OR	865-564-9277	Phone
Alleva	John	Member	SC-64	3-3512	Local
Burris	Peggy	Member	SC-4	6-7265	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Clay	Mitzi	Attendee	SC-65	3-3717	Local
Forsythe	Todd	Support	SC-65	3-6409	Local
Hughes	Gene	Attendee	SC-65	3-5409	Local
Kruse	Jason	Attendee	SC-65	3-6592	Local
Rice	Patricia	Attendee	SC-65	3-4556	Local
Toy	Stacy	Attendee	SC-80	3-9548	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Wells	Isla	Attendee	SC-63	3-5590	Local
Wiley	Joe	Ex Officio Member	Richland	509-372-4493	Phone
Willis	John	Member	SC-55	3-4095	Local

Meeting Summary

Review agenda and action items (Griffin)
Ted Griffin announced that Erskine Hicks is replacing Jerry Wills as the ORO Ex Officio
member to the IM Board.

The action items were reviewed:

?? Consider having SC65 provide homepage redesign support to SC HQ as a standard
service. (IM Board members). *On today's agenda* (Griffin)
?? Add a vote to the August IM Board agenda: Should SC-65 provide homepage
redesign support to SC HQ as a standard service? (Griffin). *On today's agenda*
(Griffin)
?? Add as agenda items to the August IM Board meeting: CH Information Architecture

Status, CH Review of IMSC/IPRO (Griffin). *On today's agenda* (Griffin)

Reports to IM Board (Talamini, Alleva/Stodolsky, Hughes, Dilworth, Griffin, Toy, Willis/Alleva/Dilworth)

Informational reports on the CIAG, Entrust, the FY 02 SC Operating Plan, and SC IM Performance Measures were all made with no actions.

Gene Hughes reported on IMSC. He reported that users were not satisfied with the functionality of the Budget Worksheet Exchange Package (WSX) currently in acceptance testing, primarily because of its inability to track additions to spreadsheet data exported from FMIS added by the program users. He stated that implementing the tracking function correctly would require additional time and funding, and an agreement with the budget shop that this would meet all requirements for this version of the WSX package. It was agreed that Mr. Hughes would report back the next IM Board meeting with an approach showing the items required to achieve acceptance from the users and the costs to implement them.

Stacy Toy provided a Security update. Among the items was the plan to distribute the security "Rules of Behavior" document to users during the Annual Security Briefings in September. It was agreed that instead Ms. Toy would update the document and present a revised draft to the Board for review the next meeting.

Dr. Willis discussed the "proposed process to handle small IM acquisition requests". He indicated that he did not want to pursue the path originally laid out (i.e. a working group to revise the current process), but preferred to seek funds for each program for small purchases. Bill Valdez offered to raise the issue at the meeting that Mr. Decker has scheduled with the AD/OD's at the end of September to discuss the program direction budget.

Miscellaneous IM in DOE & SC (Yockman)
Ted Griffin reported that he had obtained a draft copy of the DOE CIO plan for consolidation of IM resources throughout DOE HQ. He stated that it addressed consolidating all IT functions except for program specific system development, using FTE's, contractors, and funds from the program offices to accomplish this. John Alleva raised that possibility that taking funds from program offices would require congressional approval.

CH Information Architecture Status
David Frietsch reported on the current status of the CH Information Architecture.

In-House Conferencing Need (Board)
Dr. Willis brought up the possible need for a conference room fully equipped for teleconferencing, in part to alleviate the cost of having conferences at hotels. Ted Griffin will work with Dr. Willis to define the requirements of such a conference room, and then provide a cost estimate to the Board.   He will also bring up this issue with the CIAG for

their input.

Vote: Should SC-65 Provide Homepage Redesign Support as a Service?
The Board agreed to table this issue until budget issues are resolved.

IMSC Review (Rasar)
Bill Valdez provided a status of the IMSC Review project. The review is expected to begin as scheduled in September.

Action Items

?? Reschedule to vote: Should SC-65 provide homepage redesign support to SC HQ as a standard service. (Griffin)

?? Report back the next IM Board meeting with an approach showing the items required to achieve acceptance of the WSX capability from the users, and the costs to implement them. (Hughes).

?? Update the document and present a revised draft to the Board for approval the next meeting. (Toy)

?? Define the requirements of a teleconferencing room, and then provide a cost estimate to the Board. (Willis, Griffin) Bring the teleconferencing room issue to the CIAG for their input. (Griffin)